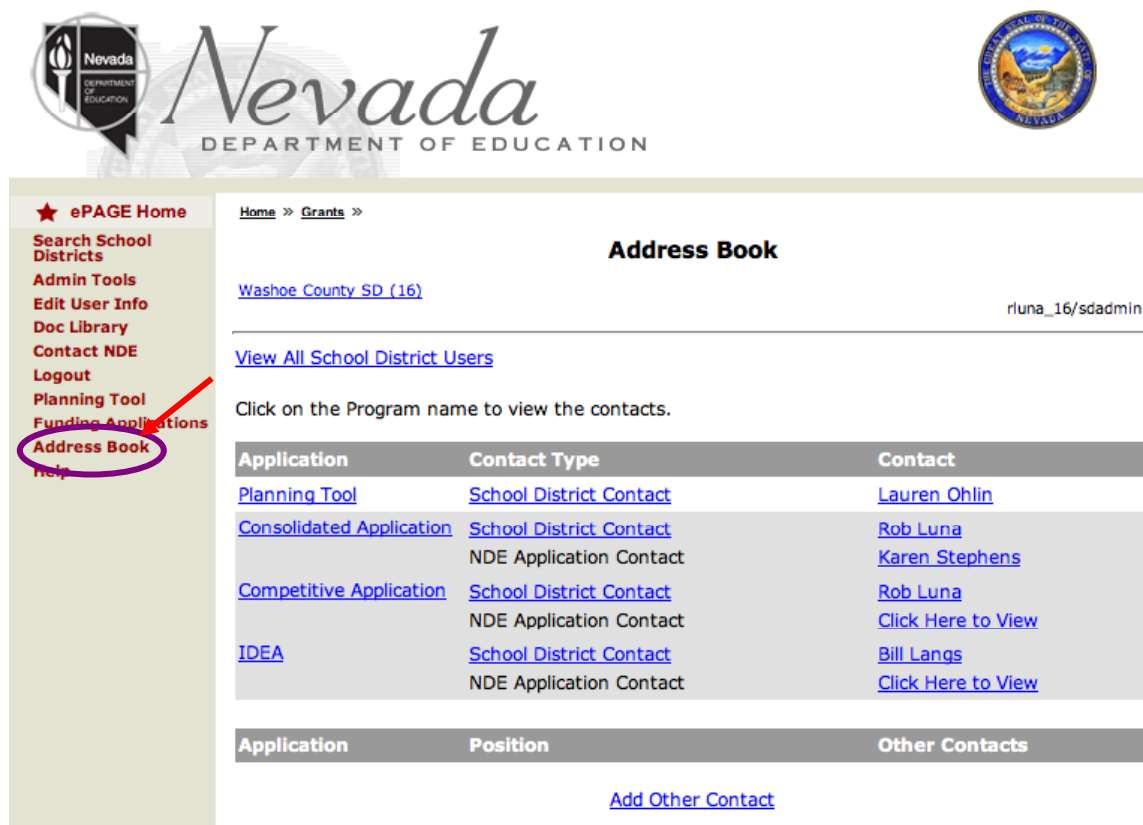# Address Book

The **Address Book** can be used to view NDE and District contacts, as well as change or add District contacts. In order to be able to be a District Contact, you must have **Update** access for the **Planning Tool** and the appropriate **Application**. (See the topic **Create, Modify, Inactive, & Reactivate Users**.)

Click the **Login** link from the left menu bar to login with your Login ID and Password.

Click **Address Book** from the left menu bar.

Five main options exist:

- **View All School District Users**;
- **Application, Viewing & Changing District Contacts;**
- **Contact Type;**
- **Contact;**
- **Add Other Contact**.

Each will be covered separately below.

View All School District Users:

Click the blue link to *View All School District Users*.

This would provide a list of all <u>ePAGE users</u> in the District.

Click the blue link next to a *Contact's Name* to see contact information and / or send an e-mail to a contact.

After Clicking a **Contact's Name**, you will notice the pop up menu **Contact Information**. Click the blue link for the **Contact's E-mail Address.**

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All School District Users

Washoe County SD (16)

rluna_16/sdadmin

Below are the "active" users for District Number 16.
Click on Name to review demographic information about a user.

Name	User Name	Position
Jim Barclay	jbarclay_16	School District Supt./Authorized Representative
Vicki Bolton	vbolton_16	
Pat Herring	pherring_16	
Tracy Hodge	thodge_16	
Kendall Inskip	kinskip_16	
Bill Langs	blangs_16	
Rob Luna	rluna_16	
Marilyn Markovich	mmarkovich_	
Barbara McLaury	bmclaury_16	
Jan Morrison	jmorrison_16	
Lauren Ohlin	lohlin_16	
Darin Pettinari	dpettinari_16	
Jodi Quilici	jquilici_16	
Claudia Rossi	crossi_16	
Joan Taylor	jtaylor_16	
Jenny Yeager	jyeager_16	

Contact Information

Name: Pat Herring
Position: School District Other User
School Name: Beasley, Bud Elementary School
Address 1: 2100 Canyon Parkway
Address 2:
City: Sparks
State: NV
Zip: 89436
Phone: (775)348-0277
Fax: (775)333-5012
E-mail Address: pherring@washoe.k12.nv.us

Close Window

Return

You will be taken to the **ePAGE Email**, where you can type a subject, message, then send to this contact.

Click **Spell Check, Cancel** or **Rese**t (clears all that has been written up to that point) as needed. When finished typing and editing the message, Click **Send**.

Your e-mail has been sent.

Application; Viewing & Changing District Contacts:

To view contact information within an application, Click the appropriate
Application. In the example below, the *Consolidated Application* is Clicked.

Click the *Application* column to view (or change if you have access rights) the
contacts for each *Individual Grant* that is part of any one *Application*. In the
example that follows, after clicking *Consolidated Application* in the *Application*
column, you are taken to a page which contains contact information for the
Individual Grants which make up the *Consolidated Application*, such as
Schoolwide Title I, Neglected Title I, Migrant, etc.

For the district's ePAGE grants, Click the blue link under the column **Contact Type** to change the main **District Contact**. You must have **Update** access for the **Planning Tool** and the appropriate **Application** to be a **District Contact**. (See the topic **Create, Modify, Inactive, & Reactivate Users**.) You cannot change NDE Contacts, therefore, there are no blue links for **NDE Program Contacts** in the Contact Type column regardless of your access rights.

Click the **New Contact** from the pull down menu, then Click **Save**.

At this point, you have updated the **Contact Type** in this **Application**.

To send an e-mail to an *Individual Grant Contact* (District or NDE):

Click the appropriate name in the *Contact* column.

After Clicking a *Contact's Name*, you will notice the pop up menu *Contact Information*.

Click the blue link for the *Contact's E-mail Address* to be taken to *ePAGE Email*, where you can type a subject, message, then send to this contact. See the **View All School District Users** section for a sample e-mail page.

Contact Type:

You may view the *School District Contact* for each *Application* section under the *Contact Type* column.

You must have *Update* access for the *Planning Tool* and the appropriate *Application* to change *District Contacts.* (See the topic *Create, Modify, Inactive, & Reactivate Users*.)

Click a *School District Contact* you wish to view or change. In the example below, the *School District Contact* for the *IDEA Application* is Clicked.

Nevada
DEPARTMENT OF EDUCATION

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Address Book

Washoe County SD (16)

rluna_16/sdadmin

View All School District Users

Click on the Program name to view the contacts.

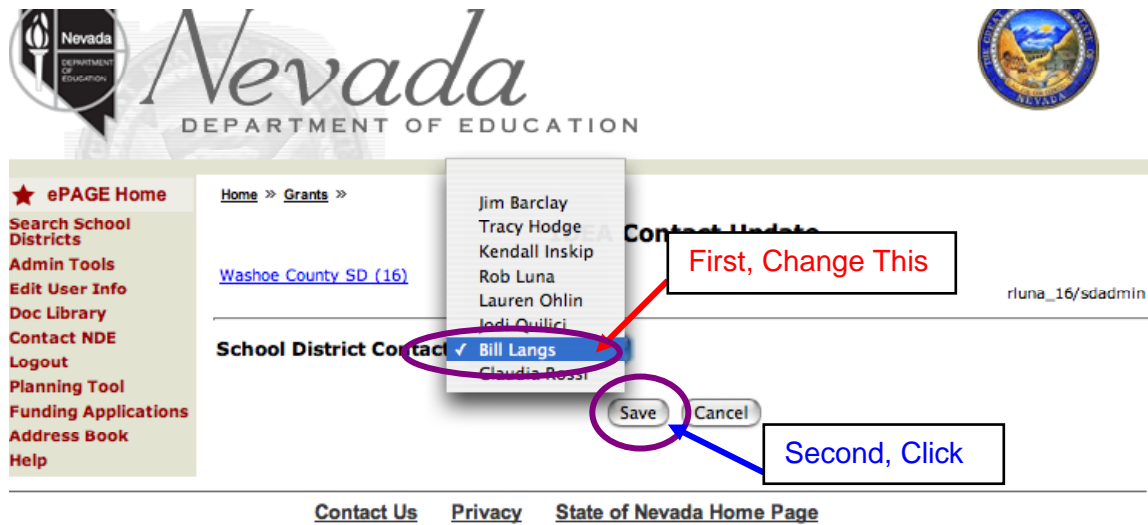| Application	Contact Type	Contact
Planning Tool	School District Contact	Lauren Ohlin
Consolidated Application	School District Contact	Rob Luna
	NDE Application Contact	Karen Stephens
Competitive Application	School District Contact	Rob Luna
	NDE Application Contact	Click Here to View
IDEA	School District Contact	Bill Langs
	NDE Application Contact	Click Here to View

Application	Position	Other Contacts

Add Other Contact

Sidebar navigation:
- ePAGE Home
- Search School Districts
- Admin Tools
- Edit User Info
- Doc Library
- Contact NDE
- Logout
- Planning Tool
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- Help

You are taken to the *Application Contact Update* page.

Click the new contact from the *School District Contact* pull down menu.

Click *Save*.

At this point, the District *Contact Type* has been successfully changed.

Contact District or NDE Main Point of Contact:

For each **Application**, you may view and / or e-mail the **District Contact** and / or **NDE Contact** by Clicking the blue link under the column **Contact**. In some cases, depending on NDE set up, you may need to first Click another blue link **Click Here to View**.

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Search School Districts		**Address Book**	
Admin Tools	Washoe County SD (16)		
Edit User Info			rluna_16/sdadmin
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Contact NDE	View All School District Users		
Logout			
Planning Tool	Click on the Program name to view the contacts.		Click District or NDE as Needed
Funding Applications			
Address Book			
Help			

Application	Contact Type	Contact
Planning Tool	School District Contact	Lauren Ohlin
Consolidated Application	School District Contact	Rob Luna
	NDE Application Contact	Karen Stephens
Competitive Application	School District Contact	Rob Luna
	NDE Application Contact	Click Here to View
IDEA	School District Contact	Bill Langs
	NDE Application Contact	Click Here to View

Application	Position	Other Contacts

Add Other Contact

The *Contact Information* pop up menu will appear with the contact's name, position, phone, fax and e-mail.

You will notice a blue link to the contact's e-mail. Clicking the blue link for the *Contact's E-mail Address* will take you to *ePAGE Email*, where you can type a subject, message, then send to this contact. See the **View All School District Users** section for a sample e-mail page.

Add Other Contact:

You may use the blue link towards the bottom of the *Address Book* to *Add Other Contact*. This would enable you to display additional persons that can be contacted by users seeking assistance. In this section, a person does not need to be an ePAGE users (perhaps you want to list a senior manager who understands grant programs, but does not use the ePAGE system). There are no links to send e-mails within the ePAGE system with this function … only a list of contact information such as address, phone, fax & e-mail.

Click the blue link to *Add Other Contact*.

You will be taken to the ***Add Other Contact*** page, where you will fill in the fields as applicable. As stated above, the Contact does not necessarily need to be an ePAGE user. A sample is below. When done, Click ***Save***.

Your new *Other Contact* now has a blue link to contact this person.

At any time you may modify this contact by Clicking the blue link for the *Other Contact*. You will be taken to the *Other Contact Update* page. See the example that follows.

Notice *Delete* is an option.

Modify as needed, then Click *Save*;

OR: Click *Delete*.

When done with all Address Book functions, *Logout* as normal at the left menu bar.